

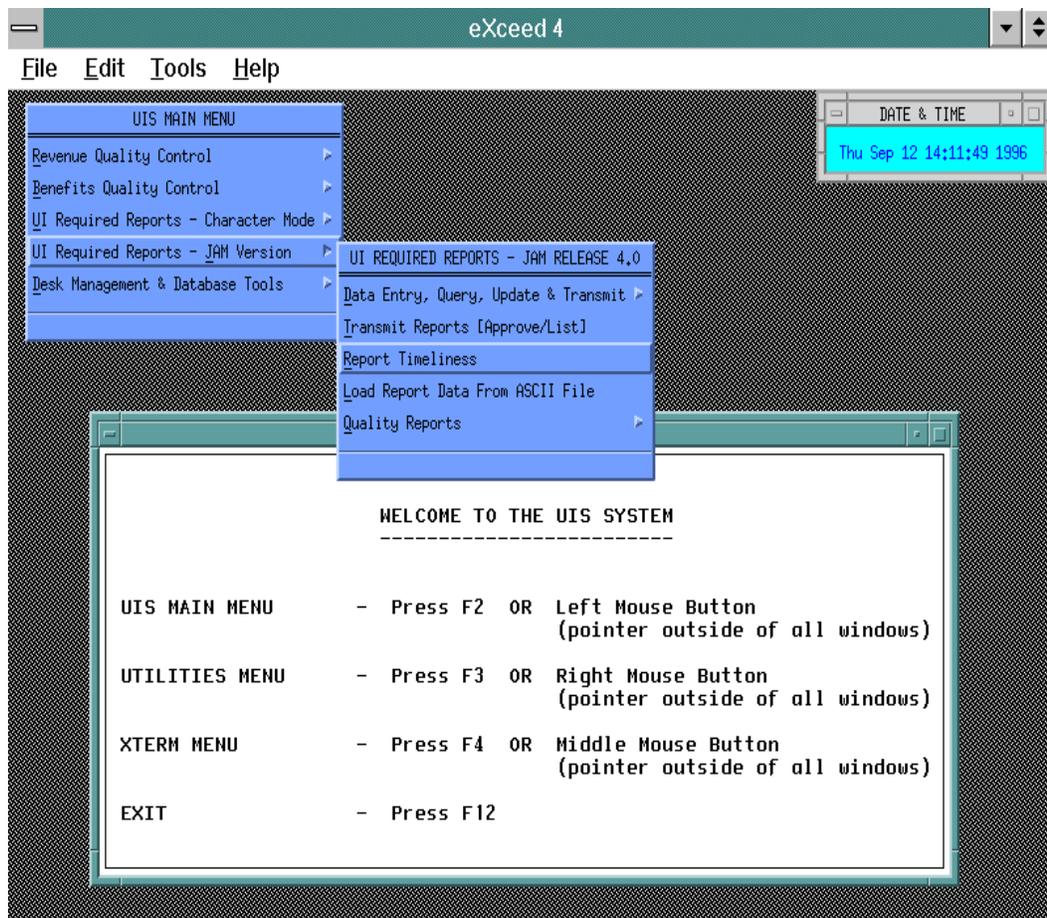
3 REPORT TIMELINESS

Accessing the Report Timeliness Application

The Report Timeliness application is a management tool that enables your State to keep track of the timeliness status of reports submitted to the National Office. This application also informs users which report(s) need to be entered and transmitted within selected time periods.

To access the Report Timeliness application, choose the UI Required Reports - JAM Version. In the UI Required Reports - JAM Release 4.0 menu, choose Report Timeliness, as shown in Figure 3.1.

Figure 3.1
*Report
Timeliness
Menu*



Timeliness Report Screen

The Timeliness Report screen appears, as shown in Figure 3.2.

Figure 3.2
Timeliness Report

The screenshot shows a software window titled "eXceed 4" with a menu bar containing "File", "Edit", "Tools", and "Help". The main window is titled "TIMELINESS REPORT". Inside, there are two radio button options: "Report Activity Within a User Given Date Range" (which is selected) and "Reports Due Within 7 Days". Below these options are several input fields: "Beginning Due Date:" with a date format "/ /", "Ending Due Date:" with a date format "/ /", "State:" with the value "MI", "Region:" with the value "05", and "Report:" with an empty text box. At the bottom of the window, there are four buttons: "prompt", "Not Prompt", "Exit", and "Help".

The Timeliness Report has two main options:

- P Report Activity Within a User Given Date Range
Displays the timeliness status of one or more reports with a range for the due date of your choice.
- P Reports Due Within 7 Days
Displays the timeliness status of one or more reports with a date range within 7 days beyond the current date.

At the bottom of the Timeliness Report screen, four pushbuttons appear. Two of the pushbuttons change, depending upon which of the two main options you choose; these pushbuttons are explained below. The other two pushbuttons are always displayed. They are:

- P Exit Exits the Timeliness Report application.
- P Help Displays information about the Timeliness Report screen currently displayed.

Report Activity Within a User Given Date Range

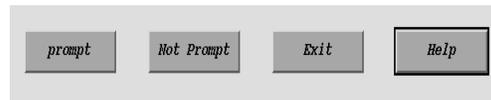
When you click on this option, five data fields are displayed. Two of these data fields — your State's two-letter abbreviation and your Region's two-digit number — are automatically filled in, as shown above in Figure 3.2.

The five data fields are:

- P Beginning Due Date: Enter the *beginning* due date of report(s) whose timeliness status you want displayed (*example*, 01/01/1996).
- P Ending Due Date: Enter the *ending* due date of report(s) whose timeliness status you want displayed (*example*, 12/31/1996).
- P State: Your State's two-letter abbreviation is automatically displayed and cannot be changed.
- P Region: Your two-digit Region number is automatically displayed and cannot be changed.
- P Report: The name of the report table whose timeliness status you want displayed. You can enter a specific report table name (*example*, ar5159) or leave the field blank. If you do not enter a report table name, the timeliness status of *all* reports (except weekly reports) for the due date range you specified is displayed.

Report Timeliness

After you enter the Beginning Due Date, the Ending Due Date, and the name of the Report (if you wish), you can then choose one of the following two pushbuttons at the bottom of the Timeliness Report screen:



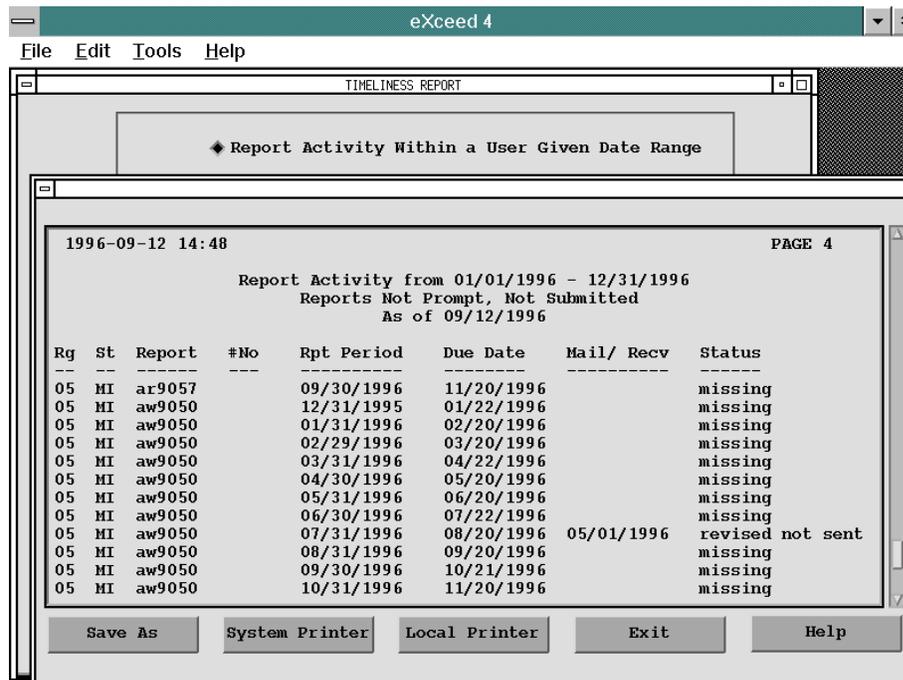
- P Prompt Displays timeliness information about report(s) due within the range of dates you specified that have been sent on, or prior to, the report's due date. This information includes Due Date, Status, and Report Period.
- P Not Prompt Displays timeliness information about report(s) within the range of dates you specified that have been sent after the report's due date *or that were never sent*. The information includes Report Period, Due Date, and Status.

There are five status categories of reports that are not prompt:

- ❖ *Revised, Not Sent* - A revised report was found, but had not been sent.
- ❖ *Not Sent* - A report exists, but its due date has *not* passed.
- ❖ *Late, Sent* - A report was sent late, after its due date.
- ❖ *Late, Not Sent* - An unsent, existing report whose due date has passed.
- ❖ *Missing* - A report that has not been created, the system found no record.

When you choose Not Prompt, a report like the sample in Figure 3.3 is displayed.

Figure 3.3
Activity of Reports Not Prompt or Not Submitted Within a User Given Date Range



At the bottom of the Report Activity list are five pushbuttons:

- P Save As Allows you to save the Report Activity list to a file.
- P System Printer Sends the list of Report Activity to the system printer available on your UIS Sun system.
- P Local Printer Sends the list of Report Activity to your local printer.
- P Exit Closes the Report Activity list and returns to the Timeliness Report screen.
- P Help Displays information about the five pushbuttons at the bottom of the Report Activity screen.

Reports Due Within 7 Days

As shown in Figure 3.4 below, when you choose this option the first four of the five following data fields are automatically filled in:

- P Beginning Due Date: Today's date.
- P Ending Due Date: The date that is seven days after the Beginning Due Date.
- P State: Your State's two-letter abbreviation.
- P Region: Your two-digit Region number.
- P Report: The name of the report table whose timeliness status you want displayed. You can enter a report table name (*example*, ar5159) or leave it blank. If you do not enter a report table name, the timeliness status of *all* reports due within the next seven days is displayed.

Figure 3.4
Report Due Within 7 Days

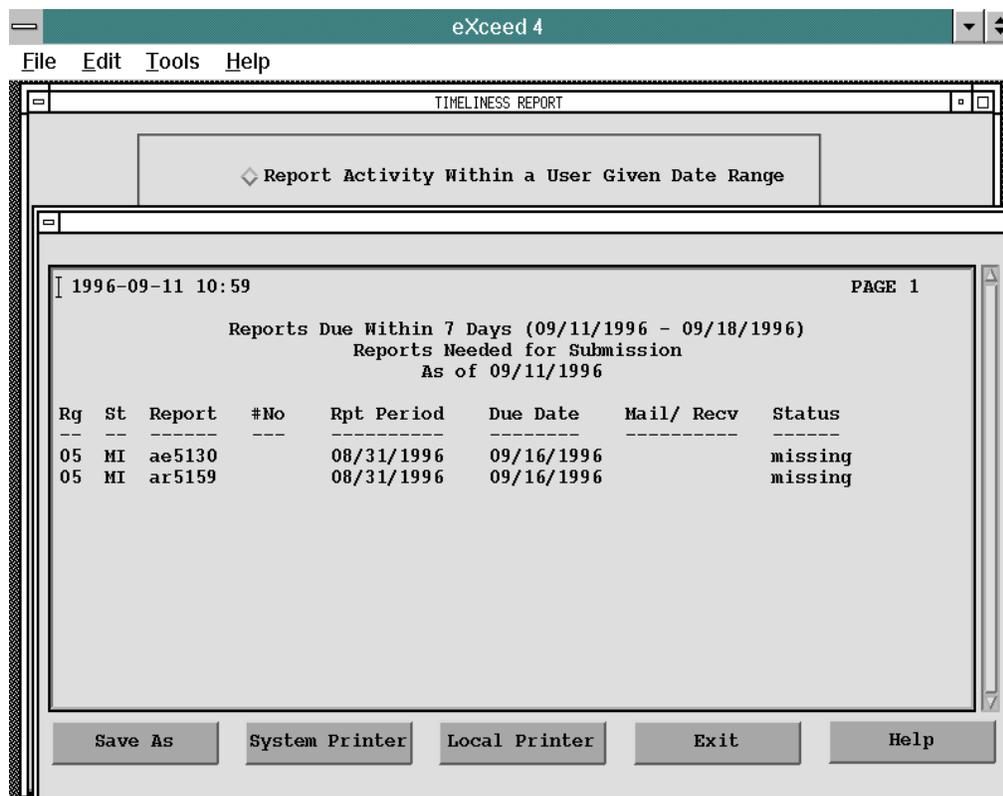
The screenshot shows a window titled "eXceed 4" with a menu bar containing "File", "Edit", "Tools", and "Help". Inside the window, a "TIMELINESS REPORT" dialog box is open. It features a menu with two options: "Report Activity Within a User Given Date Range" (unselected) and "Reports Due Within 7 Days" (selected). Below the menu, there are five input fields: "Beginning Due Date:" with the value "09/10/1996", "Ending Due Date:" with "09/17/1996", "State:" with "MI", "Region:" with "05", and "Report:" which is empty. At the bottom of the dialog, there are four buttons: "Sent", "Needed", "Exit", and "Help".

To display a list of the report(s) you want which are due within seven days, click on one of the two following pushbuttons at the bottom of the screen:

- P Sent Displays the report(s) due within the next seven days that have already been sent to the National Office as of today's date.
- P Needed Displays the report(s) due within the next seven days that have not been sent to the National Office as of today's date.

When you choose Needed, a list of reports like the sample in Figure 3.5 is displayed; if no reports are needed within the seven-day period, no reports are shown. The list displays timeliness information about the reports, including Report Period, Due Date, and Status. For information about the types of report status, see the section, "Report Activity Within a User Given Date Range" in this chapter.

Figure 3.5
*List of
Reports Due
Within 7
Days*



Report Timeliness

At the bottom of the Report Activity list are five pushbuttons:

- P Save As Allows you to save the Report Activity list to a file.
- P System Printer Sends the list of Report Activity to the system printer available through your UIS Sun system.
- P Local Printer Sends the list of Report Activity to your local printer.
- P Exit Closes the Report Activity list and returns to the Timeliness Report screen.
- P Help Displays information about the five pushbuttons at the bottom of the Report Activity screen.